

**CARSON CITY LOCAL EMERGENCY PLANNING COMMITTEE**

**BYLAWS**

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SERC

**ARTICLE I-Name**

This organization shall be known as the Carson City Local Emergency Planning Committee  
(LEPC)

**ARTICLE II-Purposes**

The purposes of the Local Emergency Planning Committee are:

The management and oversight of all appropriate provisions of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA) and NRS Chapter 459 as delegated to the LEPC

2. The delegation of duties and responsibilities to staff and members for the purpose of carrying out the provisions of those laws.

3 Other such duties as may be assigned to the LEPC by acts of the United States Congress, the Nevada State Legislature, the Governor of the State of Nevada, and the Carson City Board of Supervisors

4. To facilitate the development of a community emergency preparedness and planning program for hazardous materials, other technological emergencies/disasters, natural disasters/emergencies such as earthquakes and floods, and terrorist incidents

5 To provide the public with the identification, quantity, location, and properties of hazardous materials, as well as data on the annual release of certain hazardous materials.

**ARTICLE III-Membership**

**Section 1-Members**

The LEPC shall consist of, but is not limited to, representatives from the following categories suggested by SARA Title III: elected state and local officials; law enforcement, civil defense, firefighting, first aid, health, local environmental, hospital, and transportation personnel; broadcast and print media; community groups; and owners and operators of facilities subject to the requirements of EPCRA. All members of the LEPC will be regular (voting) members with the exception

1 of members affiliated in the following categories:

2 Broadcast Media

3 State Health

4 National Weather Service

5 These members will be designated as non-voting members.

6 The LEPC shall consist of members who represent hazardous materials, emergency planning, and  
7 public safety interests at the local, state, and federal levels of government, private citizens, and the private  
8 sector. Every effort shall be made to maintain a membership balance which represents the community.

9 The membership list shall be reviewed annually by the LEPC at any regular or special meeting and  
10 submitted to the SERC through the Carson City Emergency Management Director or his designee for  
approval and appointment.

12 New persons shall be accepted as LEPC members by a majority vote at any regular or special  
13 meeting.

14 The membership list, indicating the members' associated EPCRA categories, can be found in  
15 Appendix A.

#### 16 Section 2-Chairperson

17 The chairperson of the LEPC will be the Emergency Management Director of Carson City as  
18 appointed by the Carson City Manager.

#### 19 Section 3 - Alternate Chairperson

20 One alternate chairperson shall be elected by a majority vote at any regular or special meeting.

#### 21 Section 4-Terms of Appointment

22 The term of appointment for the alternate chairperson shall be for two years-January through  
23 December.

#### 24 Section 5-Terms of Membership

25 LEPC members may serve until they give notice to the LEPC that they no longer wish to be a part  
26 of the membership

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1 **ARTICLE IV-Staff**

2 Staff may be hired by the LEPC as necessary for the implementation of LEPC responsibilities.  
3 Staff personnel will be under the supervision of the chairperson.

4 **ARTICLE V-Subcommittees**

5 **Section 1-Establishment of Subcommittees**

6 The LEPC may establish subcommittees as necessary to assist with the completion of its work and  
7 objectives.

8 **Section 2-Appointments**

9 Subcommittee appointments may be made by the LEPC or the chairperson. Appointments are to  
10 be distributed as equally as possible among community members.

11 **Section 3-Subcommittee Chairpersons**

12 Subcommittee chairpersons shall be appointed by the LEPC chairperson.

13 **Section 4-Subcommittee Action**

14 All subcommittee action is subject to approval by the LEPC and must comply with the Nevada  
15 Open Meeting Law.

16 **ARTICLE VI-Meetings**

17 **Section 1-Regular Meetings**

18 The LEPC shall meet at least once quarterly at a date and time to be determined by the LEPC  
19 members. The first quarterly meeting of a calendar year shall be held by March 31. The Nevada Open  
20 Meeting Law shall be observed.

21 **Section 2-Special Meetings and Subcommittee Meetings**

22 The LEPC and its subcommittees may call additional meetings beyond the regular schedule as  
23 necessary for the conduct of its business. Additional LEPC meetings may be called by either the  
24 chairperson or a quorum of the LEPC. Additional subcommittee meetings may be called by the  
25 subcommittee chairperson or a quorum of the subcommittee members. The Nevada Open Meeting Law  
26 rules shall be observed at all meetings except those exempted by the Nevada Open Meeting Law.

27 **Section 3-Quorums**

28 A quorum will consist of a majority of regular members.

**Section 4-Rules of Order**

The deliberation of all meetings of the LEPC and its subcommittees shall be governed by Robert's Rules of Order, newly revised.

**Section 5-Meeting Agenda**

Meeting agendas will be set by the chairperson and/or alternate chairperson with the assistance of staff. An item may be placed on the agenda at the request of any LEPC member.

**ARTICLE VII-Voting**

Only members of the LEPC may vote on matters of the LEPC (or subcommittee deliberation). Each member may have one vote. A quorum must be present before a vote can be taken.

**ARTICLE VIII-Amendments**

These bylaws shall be reviewed annually at any regular or special meeting of the LEPC and may be amended or replaced upon the affirmative vote of a quorum of the LEPC members.

Amended: 03/01/05; 12/06/05; 12/05/06; 12/04/07; 12/02/08